

**Department of Behavioral Health and Developmental Services
Department of Veterans Services Amelia Veterans Cemetery
Road Repairs and Resurfacing
Pre-Bid Conference Notes
July 2, 2012**

PROJECT: Department of Behavioral Health and Developmental Services
Department of Veterans Services Amelia Veterans Cemetery
Road Repairs and Resurfacing
Project No. 912-17073-006, IFB #12-12

OWNER: Department of Veterans Services

LOCATION: Amelia Veterans Cemetery Administration Building
Amelia, Virginia

DATE/TIME: July 2, 2012 at 10:00 a.m.

PURPOSE: Non-mandatory Pre-Bid Conference for Referenced Project

OWNER'S REP: Dan Kemano, DVS Project Manager
David Jones, DVS Facilities Manager

A/E Firm: Norman B. Downey, P.E., Wiley|Wilson

CONTRACTORS: H. C. Smith, Southern Paving, m.smith@southernpaving.com

RECORD OF ATTENDEES: All attendees present signed the Pre-Bid Conference "Record of Attendees" sign in sheet before the end of the conference.

The Invitation for Bids for the above project, including the drawings and the specifications containing the information necessary for bidding, may be obtained in digital format from Bizport, 9 North Third Street, Richmond, VA 23219, (804) 780-1060 or (804) 263-1623. Printed copies or downloads of the bidding documents are available for purchase by the bidders at Bizport. A non-refundable shipping charge of \$30 per set is required for all printed sets requiring shipment.

AGENDA DISCUSSION

INVITATION TO BID

- Sealed Bids received by 2:00 pm on Tuesday, July 17, 2012 at the address listed in IFB.
- Bids will be opened and read aloud at 2:00 PM on Wednesday, July 18, 2012 at the same location.

INSTRUCTIONS TO BIDDERS

- eVA Business Vendor Registration: All bidders must be registered prior to contract award; however, registration is not a requirement for bid submission.
- Contractor's submitting bids for this project shall be licensed in Virginia at the time of bid submission.
- Conditions at the site. If prospective bidders wish to visit the areas of the proposed work after today, they should contact David Jones.
- No oral explanation in regard to the meaning of the drawings and specification will be made and no oral instructions will be given prior to the award of contract. Contractor's seeking clarification of the bidding documents shall utilize the Prebid Question Form provided in the Project Manual. Refer to paragraph 2. "Explanation to Bidders" for details. In addition to the fax number provided, the Prebid Questions may be e-mailed to ndowney@wileywilson.com.
- Bid Guarantee (Bid Bond) of 5% is REQUIRED as stated in the IFB. Refer to the Instructions for Bidders paragraph 5. "Bid Guarantee" for provisions allowing alternative forms of bid security. Successful bidder will be required to submit Performance Bond & Standard Labor and Material Payment Bond regardless of contract amount.
- Contractor's claiming an error in their bids after the bid opening may withdraw their bid from consideration only if the error can be identified as an honest mistake and provided the contractor claiming the error has submitted the required work papers in accordance with paragraph 9. "Errors in Bids"
- Preparation and Submission of Bids: Bidders must have a valid Virginia Contractor License Number to qualify as a bidder.
- Receipt of Bids: Factors to take into account so your bid is on time include:

Security: Allow time for check-in at security.

Bid Officer must have bids in hand by date and time or they will be marked late and shall not be considered.

- Building Permits: A building permit will not be required for this project.

PRE-BID QUESTION FORM

- All written questions must be submitted on the Pre-Bid Question form and faxed to the Wiley|Wilson or e-mailed to ndowney@wileywilson.com no later than 2:00 p.m. Wednesday, July 11, 2012. No oral explanations regarding the meaning of the drawings or specification will be provided prior to bidding.
- Wiley|Wilson will respond by Thursday, July 12, 2012 to all pre-bid questions in the form of an Addendum and the Addendum will be electronically distributed by Bizport.
- If responses are in the Contract Document, the questions and responses will not be included in the Addendum.

BID FORM

- The contract for this project will be awarded on the total Base Bid Amount.
- The Time for Completion is sixty (60) calendar days for Substantial Completion from Notice to Proceed. Final Completion shall occur within 30 days after the date of Substantial completion.
- The Bid Form shall be filled out completely, signed by the responsible parties and dated.

GENERAL CONDITIONS DGS-30-54 (CO-7) 2005 Edition applies to this project
Read the SUPPLEMENTAL GENERAL CONDITIONS.

REVIEW SPECIFICATION DIVISIONS

- Bidders shall carefully review all of the technical sections of the project manual.
- Access to work is limited to the work schedule of the facility which is 7:00 a.m. to 5:00 p.m. Monday through Friday. Exceptions to the schedule may be considered with a 48 hour notice to DVS Amelia by the contractor.
- Temporary construction facilities will be allowed and space will be provided.
- Potable water will be furnished by the Owner for contractor personnel use only.
- Temporary electrical service will not be provided by the owner and shall be the responsibility of the contractor.
- Sanitary facilities will not be provided by the owner and shall be furnished by the Contractor.

GENERAL REVIEW OF DRAWINGS

- The project site is a cemetery site and will require all contractor materials to be secured. All excavations and trenches shall be protected by covers and/or fencing. Equipment and materials storage will be provided at the maintenance area fenced storage yard. Storing equipment around the cemetery site will not be allowed.
- The project manual, technical specifications and drawing review and a summary of work discussion were provided to the prebid attendees.

QUESTION AND ANSWER PERIOD

- Responses to questions that may impact the scope of work and /or a bid price proposal must be made in an Addendum to the Bidding Documents. Responses that only involve finding information that is already in the Bidding Documents may be made verbally during this Q&A period.
- An addendum will be issued that will include these meeting minutes, any questions from the Pre-Bid Question form, and a copy of the meeting attendees.
- The contractor and subcontractors performing work for the DBHDS and DVS will be required to complete the Contractor Utilization Report on Small Business and Business Owned by Women and Minorities form and the Subcontractor Reporting form monthly. These forms will be submitted along with the monthly application for payment and provided to the contractor at the preconstruction meeting.
- A tour of the project area was offered to the contractor at the completion of Pre-Bid Conference.
- There are no liquidated damages.

PREBID QUESTIONS

- The new paved road will require a gravel base in accordance with the design documents. If during construction the existing gravel base is not sufficient according to the design documents the contractor shall install additional gravel and shall be compensated for his work based on unforeseen site conditions. The Bid Form will include a price per ton for new aggregate base material.
- There are no additive alternates and the Bid Form will be revised to delete the note concerning additive alternates.

ATTACHMENTS

- Prebid Attendance Sign-In Sheet
- Revised Bid Form

End of Pre-Bid Conference Notes